

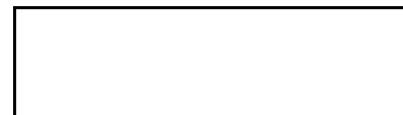
Executive Registry
78-7277

6 DEC 1978

MEMORANDUM FOR: See Distribution

SUBJECT : Holiday Leave Plans

In order to determine if "all bases will be covered," will you please forward any leave requests you and your deputy may have over the holidays to Mr. Carlucci by 12 December 1978.



B. C. Evans
Executive Secretary

Distribution:

DD/RM
DD/NFA
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DD/A
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GC
LC
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D/PA

- 1 - Each Addressee
- 1 - DDCI
- ✓ 1 - ER
- 1 - ES

EXECUTIVE REGISTRY
FILE # 9-1.59

Executive Registry

78-9175

19 May 1978

MEMORANDUM FOR: Deputy Directors and
Independent Office Heads

FROM: Director of Central Intelligence

SUBJECT: Leave Plans

1. It is my firm belief that each of us does a better job if he gets away from his work long enough at least once a year to forget his responsibilities for a few days. In my opinion, that takes better than a week to accomplish. That is, I believe we each need to be away from the office long enough to free up our minds from our responsibilities.

2. I therefore request that each of you send to me through the DDCI the dates during this calendar year that you either already have or intend to take off from the office on leave for a period not less than from a Friday, noon, until the commencement of work on the second following Monday.

3. I further urge each of you to carry this policy down the line.


STANSFIELD TURNER